Important Facts

- The RTW program is available to all employees who suffer work-related injuries and illnesses in Montana's Executive, Legislative, and Judicial branches.

- Participation in the return to work program must be available to every eligible injured worker who chooses to participate; however, an injured worker has the option to participate in the program. Also RTW is subject to operational constraints.

- Employees cleared to return to work must follow the Workers' Compensation Management Bureau's policies and guidelines found at: http://hr.mt.gov/content/hrpp/docs/Policies/ERTW *and* http://benefits.mt.gov/content/docs/WorkersComp/Return_to_Work_Manual

- Employees must provide their department's human resources or Transitional Duty Team Coordinator the medical status form releasing them to return to work and noting the restrictions, if any.

- The RTW team, treating physician, employee, and the department partner together to create an effective RTW Program.

Additional Information

For additional information about the RTW program contact your Human Resources Department.

For general workers compensation questions contact the Workers' Compensation Management Bureau:

Bureau Chief
Lance Zanto, (406) 444-5689

Safety and Loss Control Specialist
Stephanie Grover, (406) 444-0122

Return to Work Specialist
Joe Hamilton, 444-7016

WCMB (800) 287-8266
TTY (406) 444-1421

http://benefits.mt.gov/workerscomp.mcpx

State of Montana

Return-to-Work Program

"Healthy for Work, Health for Life"

Program Purpose

The primary goal of the State of Montana's Return to Work (RTW) Program is to return eligible employees to the workforce at the earliest medically allowable date and in accordance with their medical treatment plan. The RTW Program promotes rehabilitation and enhances the recovery process of employees experiencing an illness/injury, while maximizing productivity and controlling related expenditures.

Why Return to Work?

Our employees are our most valued asset and we rely on each other to get the job done everyday. Our experience shows the advantages of coming back to work include:

- Quicker recovery times;
- A smoother transition back to work;
- Maintaining self esteem in spite of the medical condition;
- Receiving a regular paycheck with regular benefits;
- Maintaining relationships at work.

Return to Work Goals?

- Fulfill our moral, ethical and legal responsibilities to our employees.
- Provide transitional assignments for temporarily modified work to get the employee back to their time of injury job.
- Create positive workplace morale through collaborative communication and support for the injured worker.

How Do I Get Back To Work?

- Provide your doctor the medical status form on the first and all subsequent visits. You may obtain this form from your supervisor, human resources or online at: http://benefits.mt.gov/workerscompearlyreturn.mcpx
- Let your doctor know that your department has a Return-to-Work Program.
- Bring the medical status form from every doctor's visit back to your supervisor as soon as possible.
- A transitional duty team consisting of you, your supervisor, human resources and/or a team coordinator will routinely meet to review the medical status form and identify temporary transitional duties available.
- You will work in the temporary transitional duty position as needs dictate or until released back to work by your physician.

Employee Benefits

- Earn regular, hourly wage and accrue all benefits as applicable in the regular time of injury job.
- Speed recovery while minimizing disruption to normal routine.
- Preserve leave time and benefit balances.
- Work in a controlled environment to minimize risk of re-injury.
- Productive use of abilities to maintain and promote self-esteem.

Department Benefits

- Maintaining productivity in the workplace.
- Supporting the culture of caring for our employees.
- Providing a safe and timely transition back to work.
- Keeping trained and experienced workers on the job.
- Minimizing Workers' compensation costs.
- Saving money spent on hiring temporary workers.
- Maximizing communication with injured employees.
- Reducing likelihood of adversarial relationships.